



Auditor of Public Accounts
Mike Harmon

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Harmon Releases Agreed-Upon Procedures Engagement of Henry County Clerk's Fee Account

FRANKFORT, Ky. – State Auditor Mike Harmon today released the 2019 agreed-upon procedures engagement of Henry County Clerk Shanda Archer. State law requires the auditor to conduct annual audits of county clerks and sheriffs.

In 2018 the Kentucky General Assembly, following a recommendation by the State Auditor, passed legislation that allows county sheriffs and clerks that met certain criteria to apply for an Agreed-Upon Procedures (AUP) engagement in lieu of an audit of their fee account. The intent of the change, which became effective in July 2018, was to reduce audit costs for sheriffs and clerks that have a history of clean audits, while still maintaining an appropriate level of accountability.

The Henry County Clerk applied for and received approval from the Auditor of Public Accounts (APA) to obtain an AUP engagement for calendar year 2019 in accordance with KRS 43.070(1)(c). AUP reports present the procedures performed and the results of those procedures, called findings. Auditors performed the procedures, which were agreed to by the Henry County Clerk, on receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities for the period January 1, 2019 through December 31, 2019.

The following exception was identified during the AUP engagement:

- **Services received were appropriate, for official business, and properly authorized. Liabilities requiring disclosure were not properly disclosed on the fourth quarter financial statement.**

County Clerk's Response: We were required to move a ledger item, after our inventory audit. After adjustments were made, we approved it through fiscal court and DLG report. Due to our program software, it made adjustments. Fourth quarter report was re-ran.

The county clerk's responsibilities include collecting certain taxes, issuing licenses, maintaining county records and providing other services. The clerk's office is funded through statutory fees collected in conjunction with these duties.

The agreed-upon procedures report can be found on the [auditor's website](#).

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